

DIRECTOR OF PUBLIC HEALTH

General Statement of Duties: Under the general direction of the Mayor, directs and administers the activities of the Department of Public Health. Functions as the primary advisor to the Mayor and Board of Health with regard to public health affairs.

Areas of Accountability:

1. Directs and coordinates the administration of the Department of Public Health to assure that the desired level of service is being provided.
 - Encourages a team approach within the department;
 - Hires, disciplines and directs employees under his/her control in accordance with personnel, Equal Employment Opportunity and Affirmative Action policies of the City;
 - Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs;
 - Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis;
 - Defines and delegates authority and responsibility to appropriate subordinates;
 - Administers applicable personnel policies within the department;
 - Administers the budget of the department.
2. Provides advice and recommendations to the Mayor, to other management staff members, to the City Council, and to the City Board of Health.
 - Prepares factual, clear, concise, written reports with specific recommendations;
 - Serves as an active member of various management staff teams created to deal with specific problems and issues;
 - Reviews proposals submitted by other management staff member and makes appropriate management staff members informed on important developments which may affect the administration of City government;
 - Maintains current knowledge of innovative ideas, developments, and data and recommends changes in current operations and practices where applicable;
 - Attends meetings of the Board of Health or arranges for staff attendance and acts as staff liaison.
3. Prepares an annual department budget request, with appropriate justifications.
4. Makes public presentations and deals with the public on an individual basis.
 - Gives presentations to civic and governmental organizations;
 - Attends and makes presentations at City Council meetings as required;
 - Answers citizen calls and complaints.
5. Represents the City in metropolitan, state and national organizations where delegated and where the interests of the Council Bluffs community are involved.

6. Plans, directs, and supervises comprehensive public health programs and supervises the activities of professional staff involved in, but not limited to:

Air pollution, animal control, communicable diseases, epidemiology, food and milk control, health education, homemaker services, housing, hotels and motels, immunizations, junk automobiles and yards, mass gatherings, massage establishments, maternal and child health services, noise control, nuisance complaints, odor control, public health nursing, rabies, risk reduction, safety, sewage disposal, statistics, swimming pools, vector control, venereal disease, sanitation, weed control, and recycling activities.

7. Provides administrative guidance to the Visiting Nurses Association staff.
8. Interprets and enforces federal, state, and local public health rules, regulations and laws.

Required Knowledge, Skills, and Abilities: Comprehensive knowledge of the administration and management of a public health agency; thorough knowledge of the principles, practices and objectives of public health administration; thorough knowledge of community health programs and of community resources which can be applied in meeting these problems; comprehensive knowledge of the pertinent federal, state and municipal laws and regulations regarding public health programs; thorough knowledge of the application of the physical and biological sciences to public health programs; good knowledge of modern management practices and their application to municipal government; ability to plan, layout, assign, direct and supervise the work of employees performing a variety of professional and sub professional activities; ability to establish and maintain effective working relationships with state and City officials, professional societies, civic and community groups and the general public; ability to write and speak effectively; good physical condition.

Acceptable Experience and Training: Registered sanitarian with a Bachelor's degree in public health administration or related area from a college or university of recognized standing with extensive experience in the public health field, preferably some experience at the supervisory level; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; must have a valid Iowa driver's license.